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Present: Joseph E. Flanagan, Wayne R. Walker, and Heather M. Billings

CALL TO ORDER

Mr. Flanagan called the meeting to order at 6:00 p.m. in the Selectmen’s Office at Town Hall. He announced that the meeting was being broadcast live and recorded by Ashburnham Westminster Community Access TV. He also confirmed with those present that no other party was taking an audio or video recording of the meeting.

ANNOUNCEMENTS

Mr. Flanagan announced:

- The Westminster Farmers’ Market is looking for a Market Manager. For more information please contact Town Administrator Karen Murphy.
- Wachusett Smart Growth Corridor Analysis kickoff meeting was recently held by MRPC; acknowledged the citizens and elected officials who attended.

APPROVAL OF WARRANTS/MINUTES

Mr. Walker moved that the Board approve the minutes of May 21, 2012 with an amendment on page three to remove paragraph 5, and to correct a typo on page 6. Ms. Billings seconded the motion. The motion passed unanimously. Mr. Walker moved that the Board approve the minutes of June 4, 2012, as printed. The motion passed unanimously.

Board members reviewed and approved the following warrants:

June 5, 2012	Deduction #73D	\$ 214,623.72
June 11, 2012	Accounts Payable #75	\$ 145,906.31
June 18, 2012	Accounts Payable #76	\$ 179,465.45
	Payroll #77	\$ 171,388.99

PAYROLL AUTHORIZATION REQUEST

Mr. Walker moved that the Board approve a payroll authorization request for a scheduled step increase for a part-time Patrolman. Ms. Billings seconded the motion. The motion passed unanimously.

CABLE ADVISORY COMMITTEE APPOINTMENTS

Town Administrator Karen Murphy explained that this Committee would be preparing for re-negotiations with Comcast on the contract which will expire in 2014.

Mr. Walker moved that the Board appoint Bill Ewing and David Monty to the Cable Advisory Committee. Ms. Billings seconded the motion. The motion passed unanimously.

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ACCEPTANCE OF BOARD OF HEALTH GRANT

BOH Agent Elizabeth (Wibby) Swedberg was on hand to announce to the Board that the Board of Health has received a Mini-Grant for \$500 from the Department of Health for disaster-readiness educational materials for the schools.

Mr. Walker moved that the Board accept the Mini-Grant from DOH in the amount of \$500. Ms. Billings seconded the motion. The motion passed unanimously.

MASS DOT TRAFFIC CONTROL AGREEMENT – SOUTH STREET PROJECT

Mr. Walker moved that the Board approve and sign the Traffic Control Agreement for the South Street Project with Mass DOT. Ms. Billings seconded the motion. The motion passed unanimously.

LIBERTY CHEVROLET CONTRACT

Mr. Walker moved to approve and sign a contract in the amount of \$34,476 for the purchase of a Chevy Tahoe Special Service Utility Vehicle for the Fire Department. Ms. Billings seconded the motion. The motion passed unanimously.

NOISE MEASUREMENT STUDY – KM CHNG ENVIRONMENTAL INC.

Mr. Walker moved that the Board approve a \$10,000 contract with KM Chng Environmental Inc. for a noise measurement study of the MBTA Layover Station. Ms. Billings seconded the motion. The motion passed unanimously.

2012 BOARD/COMMITTEE REAPPOINTMENTS

Mr. Flanagan thanked the following individuals who were not seeking reappointment for their contribution; Kerstin Hertel, Agricultural Committee, Laura Delorey, Crocker Pond Recreation Area Committee, Betty Kazan, Cultural Council, Andrew Downing, Energy Advisory Committee, and Keith Harding, Advisory Board.

Mr. Walker moved that the Board reappoint the following individuals:

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|-------------------------|---------|------------|
| Agricultural Commission | Ann | Patsis |
| Conservation Commission | John | Regan |
| Conservation Commission | Gary | Smith, Jr. |
| Council on Aging | Don | Barry |
| Council on Aging | Shirley | Lombard |
| Cultural Council | Karen | Brighenti |
| Cultural Council | Mary | Dunn |

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Energy Advisory Committee	Heather	Billings
Energy Advisory Committee	Douglas	Hurley
Energy Advisory Committee	Kevin	Keena
Energy Advisory Committee	Kerry	Koskinen
Energy Advisory Committee	Joseph	Macchia
Historical Commission	Roni	Beal
MART Advisory Board	Louise	Garland- Wheelen
Parks & Recreation	Michael	O'Brien
Parks & Recreation	Andrew	Sears
Public Works Commission	Lorraine	Emerson
Sick Leave Bank Com - Firefighter	David	Monty (Union)
Sick Leave Bank Com.	Karen	Murphy
Sick Leave Bank Com. - Police	Ralph	LeBlanc (Union)
Sick Leave Bank Com. Pers/Payroll	Darlene	Boucher
Sick Leave Bank Com. Personnel	Stephen	Hemman
Sick Leave Bank Com. Non Union	Patty	Driscoll
Tree Warden	Joshua	Hall
Veterans' Graves Officer	Mark	Landry
Wachusett Mtn. Advisory Council	William	Wintturi
Wachusett Mtn. Adv. Council	Chris	Mossman (Alt.)
Weighers, Sealers & Measurer of Commodities	Jason	Tamulen
Zoning Board - Member	Matthew	Kotoski
Zoning Board - Member	Peter	Romano
Assistant Animal Control Officer	Monica	Kleber
Assistant Animal Control Officer	Amanda	Morrissey
Assistant Animal Control Officer	Andrea	Bergeron
Assistant Animal Control Officer	Kelsea	Bilodeau
Assistant Animal Control Officer	Kara	Fitzpatrick Vanhove
Assistant Animal Control Officer	Mark	Ransom
Assistant Inspector of Wiring	Richard	Cannavino
Assistant Inspector of Wiring	Harry	Parvianen
Ass't. Insp. of Plumb. & Gas Piping	Wayne	Little
Ass't. Veterans' Services Agent	Phillip	Buso
Board of Registrar	Sharon	Halloran
Building Commissioner - Part Time	Michael	Gallant
Emergency Management	Charles	Clarkson
Emergency Management	Jeffrey	Curtis
Emergency Management	Bill	Leger
Emergency Management	Pam	Leger
Emergency Management	Gilbert	Parks
Fire Chief, Forest Warden & EM Dir.	Brenton	MacAloney
Full Time Police Officer - K9	Caesar	K-9

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Insp. of Plumbing & Gas Piping	Tom	Wiinikainen
Inspector of Wiring	Loring H.	Barrett
Local Inspector	David	Lantry
Local Inspector	Peter	Munro
Part Time Police Officer	Nicholas	Auffrey
Part Time Police Officer	Kevin	Boucher
Part Time Police Officer	Steven	Couture
Part Time Police Officer	Matthew	Espie
Part Time Police Officer	Jeffrey	Giles
Part Time Police Officer	Nathan	Hawkins
Part Time Police Officer	Andrew	Loescher
Part Time Police Officer	Joseph	Picariello
Police Matron	Michelle	Chevarie
Police Matron	Debra	Comiskey
Police Matron	Nanette	Pierce

Ms. Billings seconded the motion. The motion passed unanimously.

Ms. Billings moved that the Board appoint Kopelman & Paige as Town Counsel. Mr. Walker seconded the motion. The motion passed unanimously.

Mr. Flanagan asked that the reappointment of Crocker Pond Recreation Area Committee member Joe Macchia be put on hold for further discussion later in the meeting.

PERSONNEL BOARD RECOMMENDATIONS

Mr. Walker explained the Personnel Board process regarding job description changes and requests for reclassifications. He stated that each member of the Personnel Board does an evaluation rating based on the job description to determine if an upgrade is warranted.

In accordance with the recommendation of the Personnel Board, Mr. Walker moved that the Board approve the revised job descriptions of the Assistant Town Clerk, Town Clerk Department Assistant, Police Administrative Assistant, Police Administrative Aide, and Personnel Administrator. He further moved that the Board approve the upgrades of the Town Clerk Department Assistant from Grade 2 to Grade 4, and Police Administrative Aide from Grade 2 to Grade 3. Ms. Billings seconded the motion. The motion passed unanimously.

BUILDING COMMISSIONER REQUEST – Building Department Secretary

Building Commissioner Mike Gallant requested approval for an increase in compensation for the Secretary in the Building Department. He pointed out that over the past four years she has assumed additional responsibilities in managing the office, which was brought on with the reduction in hours of the Building Commissioner's position from full-time to part-time. He requested that the Board approve a \$2 per hour increase retroactive to July 1, 2011.

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Mr. Walker moved that the Board approve retro-active compensation for the Building Department Secretary for duties performed in a classification above her regular classification in the amount of \$2 per hour retroactive to July 1, 2011, for a total amount of \$3,120. Ms. Billings seconded the motion.

Upon further discussion, Mr. Walker withdrew the motion; the Board agreed that the request should be referred to the Personnel Board.

UPDATE COMMUNITY DEVELOPMENT STRATEGY

Ms. Billings moved that the Board approve the proposed revised Community Development Strategy. Mr. Walker seconded the motion. The motion passed unanimously.

ADOPT FILL REGULATIONS

Mr. Walker moved that the Board approve Draft #4 of the Fill Regulations, including an increase in the fee from \$5 to \$100. Ms. Billings seconded the motion. The motion passed unanimously.

CROCKER POND RESOURCE MANAGEMENT PLAN COMMITTEE CHARGE

The Board agreed to postpone voting on the charge for the Crocker Pond Resource Management Plan Committee until the next meeting.

CROCKER POND APPOINTMENT

Mr. Flanagan moved that the Board vote to reappoint Joe Macchia to the Crocker Pond Recreation Area Committee for a four month term. He further moved that the Board request that the CPRAC come back to the Board in four months to discuss what is and is not working. Mr. Walker seconded the motion. The motion passed unanimously.

Mr. Flanagan agreed to bring an updated charter for the CPRAC to the July 9th meeting.

The Board agreed to invite the CPRAC to their July 9th meeting to define trails, maps and signs whether temporary or permanent.

PAYROLL AUTHORIZATION REQUEST

Mr. Walker moved that the Board approve a payroll authorization request for the Town Clerk Department Assistant. Ms. Billings seconded the motion. The motion passed unanimously.

7:45 PM ADJOURNMENT

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Mr. Walker moved that the Board adjourn. Ms. Billings seconded the motion. The Motion passed unanimously.

Respectfully submitted,

Heather M. Billings, Clerk
(Prepared by B. Kazan)